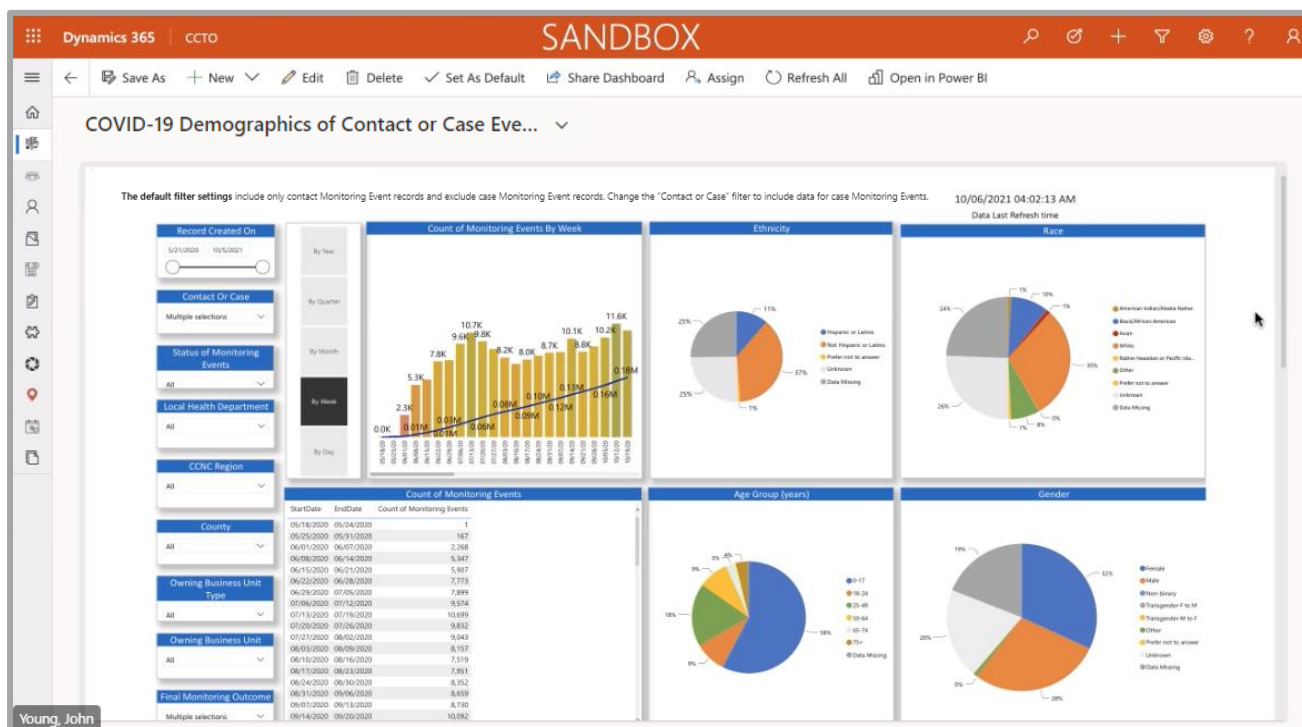




CCTO Dashboards

Dashboards are visual representations of data and key metrics in CCTO, used to assess contact tracing processes and analyze health equity outcomes. They show a snapshot of all the data in CCTO and are updated throughout the day to maintain accuracy. **This job aid will provide you an overview of the Dashboards functionality in the tool.**



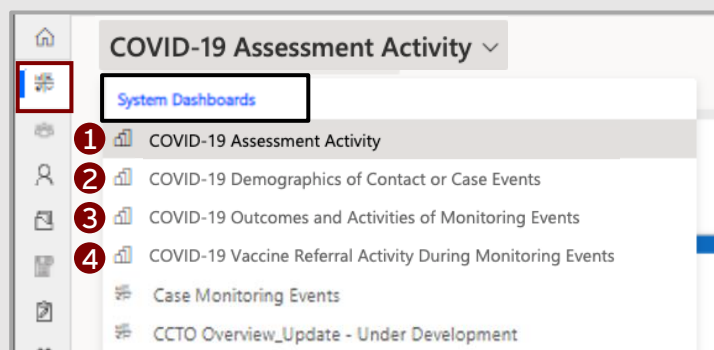
If you encounter an error when trying to view the dashboards, see [page 4](#).

CCTO Dashboards –



Navigate to the **Dashboards Tab** within CCTO. There are four new CCTO dashboards. These will be listed under “System Dashboards,” which are visible and available for use to all users. These are:

1. **COVID-19 Assessment Activity**— displays the breakdown of monitoring events by number of assessment records completed
2. **COVID-19 Demographics of Contact or Case Events**— displays the breakdown of demographic data for monitoring events
3. **COVID-19 Outcomes and Activities of Monitoring Events**— displays the breakdown of monitoring events by FMOs and digital and phone notifications
4. **COVID-19 Vaccine Referral Activity During Monitoring Events** – displays the breakdown of monitoring events by completion of vaccine referrals and monitoring calls



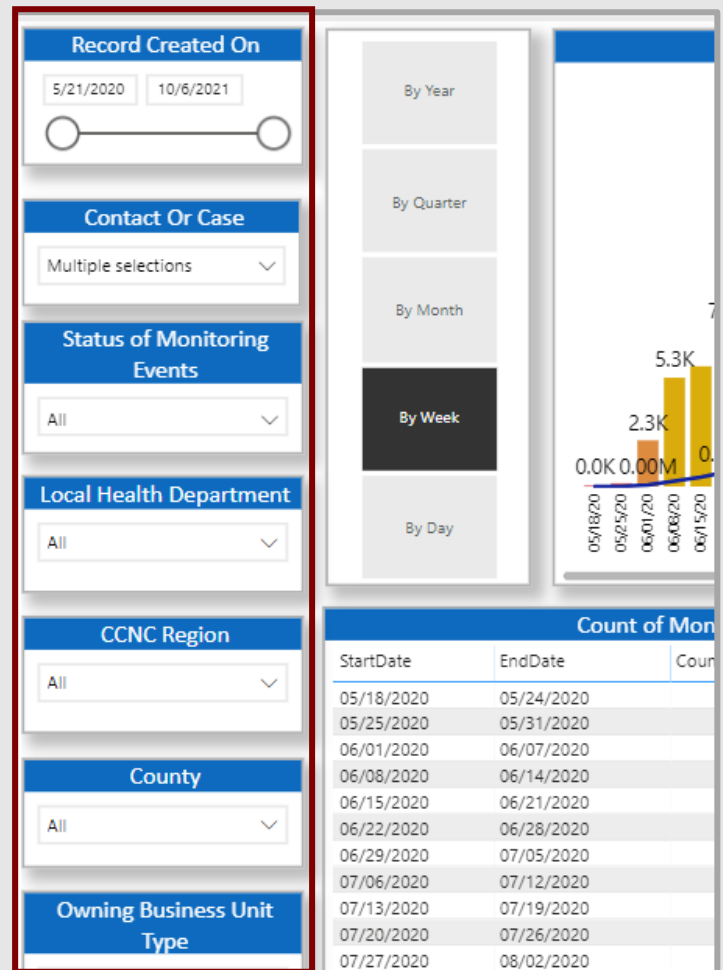


CCTO Dashboards

Using Filters -

These dashboards will show you charts and graphs based on data pulled from the total count of contact and/or case monitoring events in the system. **Using filters will allow you to narrow the selection of monitoring events used so that you can see more relevant information.** For example, filtering by county will adjust all charts to reflect only the desired sample of monitoring events related to the county you have selected.

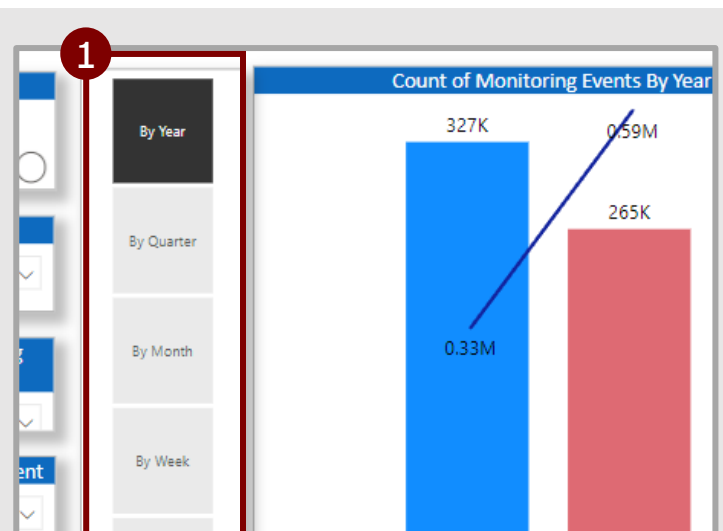
- Available filter options may reflect settings of related filters. For example, selecting *Alexander* within the LHD filter will cause the options within the County filter to be limited to *Alexander*, and the Region filter to *Region 4*.
- Note that the same set of filters are visible on all four of the main dashboards. **By default, these filters will exclude both case monitoring events and monitoring events with the *Is Duplicate* FMO;** however, you may still manually select these filters.
- Users can use the sliders or manually set the date using the boxes to establish a Record Created On date range.



Reading Dashboards -

Dashboards will display multiple charts and graphs for the monitoring events under the selected set of filters on the left, with each of these items presenting information differently.

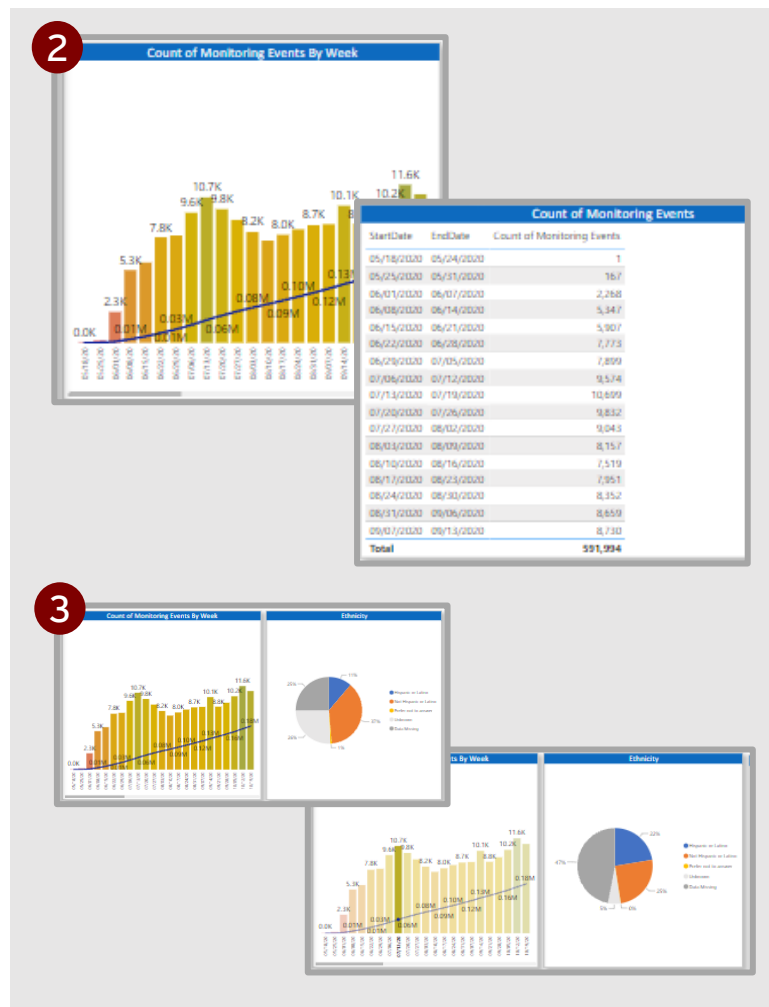
- Selecting the **timescale buttons** directly to the right of the blue filters column (*By Year*, *By Quarter*, etc.) will allow you to display the count of monitoring events in the time period intervals set by the blue filters. Note that "By Week" X-axis labels show the first date of a 7-day period, which is always a Monday.





CCTO Dashboards

- Each **bar graph** will display the full “Created On” date range horizontally, while the **table** below it will display the range vertically. The line through the bar graph shows the cumulative count of monitoring events for the selected *Created On* date range and other filter settings. Scrolling horizontally through the bar graph and vertically through the table will display the full range of monitoring events that fall into the selected Created On range.
- Clicking on any table entry or chart element will trigger all other charts to update based on the selected filter. (As shown at the right, selecting a particular week on the bar chart updates the pie chart to show only data for that week.) Clicking on any of the whitespace around it will automatically de-select the element and return all charts to normal.



Checking Which Filters Are Applied -

The full list of currently selected filters will be listed in the **Applied Filters** section at the bottom of the dashboards screen. Removing or adding any filters to the dashboard in-progress will automatically update the list in this section.

Applied Filters	
Record Created On	06-17-2020 to 10-11-2021
Contact Or Case	Contact, Contact who became a case, Data Missing
Status of Monitoring Events	Active, Inactive
Local Health District	Albemarle Regional, Beaufort
CCNC Region	All
County	All
Owning Business Unit Type	Non-CCNC Users, CCNC Users
Owning Business Unit	All
Final Monitoring Outcome	Contact Tested Positive During Monitoring, Fully Vaccinated- Monitoring Not Needed, Fully Complete, Partially Complete, Past COVID Diagnosis- Moni completed, Monitored in Other System, Refused, Never Reached, Data Missing
Is Household	False, Data Missing



CCTO Dashboards

In Case of Access Issues —

1. When first attempting to access these CCTO dashboards, the system might prompt you to log into PowerBI. Clicking on the “Sign-In” button should remove this issue.
2. **Your browser’s privacy settings may also interfere with access.** If you encounter issues with PowerBI authentication of your log-in credentials, check your browser’s privacy settings and adjust them **to allow cookies** and **to not prevent cross-site tracking**. Alternatively, you can try using a different browser than the one currently being used.

